

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

GUIDANCE CLERK - BILINGUAL

Definition

Under general supervision, to perform responsible and specialized functions pertaining to the student registration and record management process; to provide assistance to students in courses selection, and scheduling program options; to perform a variety of general clerical functions, including the input of information and data into a data management, storage and retrieval system; to assist preparing for the student Assistance Team Process; organizing and distributing test materials; to perform a wide variety of moderately complex and responsible clerical work of above average difficulty in a school setting to contact or answer questions from parents, students or public on a variety of matters; to provide oral and written translations for school personnel as needed; and to do other related work as required.

Responsible to

Principal

Examples of Duties

1. Assist students in course selection and scheduling options.
2. Refers students experiencing unusual programs and scheduling problems to the administrative staff or to counselors.
3. Prepares the necessary documentation pertaining to the registration of incoming students.
4. Assists in the correction of scheduling errors.
5. Meets with instructional, counseling and other personnel to learn course prerequisites, scheduling options and other information necessary to appropriately assist students, parents and others requiring guidance information and assistance.
6. Assist in organizing various competency and standardized test materials and maintain a record of student results.
7. Provides students and parents with routine information concerning test results.
8. Performs data entry tasks in the development and maintenance of student records.
9. Types memoranda, letters, forms, announcements and various other material from verbal directions and handwritten notes.

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10. Provides written and oral translations to Spanish for personnel, as needed.
11. Reads, writes and speaks Spanish.
12. Assist school personnel with communication with Spanish-speaking parents and students.
13. Explains school procedures to students, teachers and parents.
14. Receives and issues forms, materials and supplies.
15. Maintain confidential student records.
16. May administer basic first aid to students and contact parents in case of serious injury.
17. May receive and issue receipts for cash, currency and checks.
18. Operates a variety of office machines, such as County Student Information System terminal, word processor, etc.
19. May supervise the work of students or temporary helpers.
20. May assist in other areas of school clerical activities as needed.
21. Maintains and processes records relating to student transfers.
22. Posts program changes, withdrawals and residence changes.
23. Provides updated student information such as entries, withdrawals and/or changes.
24. Performs other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Methods, procedures, and planning strategies regarding the functions and activities of the student programs division.
2. Policies, regulations and operational guidelines pertaining to the District registration, scheduling, and promotion requirements.

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3. Academic subject matter, program options and scheduling procedures common to a middle school setting.
4. Correct English usage, spelling, grammar, punctuation and composition.
5. Correct Spanish usage, spelling, grammar, punctuation and composition.
6. Modern office methods, practices and procedures.
7. Basic arithmetic, filing and record keeping procedures.
8. Computerized record retrieval and storage systems.

Ability to:

1. Input data related to scheduling into the computer.
2. Proficiency in Spanish for oral and written communication.
3. Perform varied clerical work with accuracy and speed.
4. Perform clerical work without continuous supervision.
5. Work efficiently with frequent interruptions.
6. Compile and maintain accurate and complete records and reports.
7. Understand and carry out oral and written directions.
8. Maintain a cooperative working relationship with those contacted in the course of work, which may include administrators, counselors, county office personnel, staff, students and parents.
9. Type at a not corrected speed of 50 words per minute.
10. Establish rapport with middle grade students.

Training and Experience

One year of experience in typing and general clerical work; experience in inputting data in to a computer system (Preferably the SIS network for the County Office of Education); experience in successfully interfacing with the public and students; completion of twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities to be a successful applicant.

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License:

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage, First Aid certificate.

Job Description Adopted: March 15, 1993